

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)

DETAILED MODEL PLAN

PUBLIC LAW 97-35, AS AMENDED

FISCAL YEAR (FY) 2001

GRANTEE: State of California, Department of Community Services  
and Development

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PLEASE CHECK ONE: TRIBE \_\_\_\_\_ STATE X INSULAR AREA \_\_\_\_\_

Department of Health and Human Services  
Administration for Children and Families  
Office of Community Services  
Washington, DC 20447

August 1987, revised May 1992, February 1995, March 1996, December 1998  
OMB Approval No. 0970-0075  
Expiration Date: 12/31/2001

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13)

Use of this model plan is optional. However, the information requested is required in order to receive a Low Income Home Energy Assistance Program (LIHEAP) grant in years in which the grantee is not permitted to file an abbreviated plan. Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

GRANTEE: Department of Community Services and Development

FY 2001

## Assurances

The Department of Community Services and Development agrees to:

(1) use the funds available under this title to--

(A) conduct outreach activities and provide assistance to low income households in meeting their home energy costs, particularly those with the lowest incomes that pay a high proportion of household income for home energy, consistent with paragraph (5);

(B) intervene in energy crisis situations;

(C) provide low-cost residential weatherization and other cost-effective energy-related home repair; and

(D) plan, develop, and administer the State's program under this title including leveraging programs,

and the State agrees not to use such funds for any purposes other than those specified in this title;

(2) make payments under this title only with respect to--

(A) households in which one or more individuals are receiving--

(i) assistance under the State program funded under part A of title IV of the Social Security Act;

(ii) supplemental security income payments under title XVI of the Social Security Act;

(iii) food stamps under the Food Stamp Act of 1977; or

(iv) payments under section 415, 521, 541, or 542 of title 38, United States Code, or under section 306 of the Veterans' and Survivors' Pension Improvement Act of 1978; or

(B) households with incomes which do not exceed the greater of--

(i) an amount equal to 150 percent of the poverty level for such State; or

(ii) an amount equal to 60 percent of the State median income;

except that a State may not exclude a household from eligibility in a fiscal year solely on the basis of household income if such income is less than 110 percent of the poverty level for such State, but the State may give priority to those households with the highest home energy costs or needs in relation to household income.

(3) conduct outreach activities designed to assure that eligible households, especially households with elderly individuals or disabled individuals, or both, and households with high home energy burdens, are made aware of the assistance available under this title, and any similar energy-related assistance available under subtitle B of title VI (relating to community services block grant program) or under any other provision of law which carries out programs which were administered under the Economic Opportunity Act of 1964 before the date of the enactment of this Act;

(4) coordinate its activities under this title with similar and related programs administered by the Federal Government and such State, particularly low-income energy-related programs under subtitle B of title VI (relating to community services block grant program), under the supplemental security income program, under part A of title IV of the Social Security Act, under title XX of the Social Security Act, under the low-income weatherization assistance program under title IV of the Energy Conservation and Production Act, or under any other provision of law which carries out programs which were administered under the Economic Opportunity Act of 1964 before the date of the enactment of this Act;

(5) provide, in a timely manner, that the highest level of assistance will be furnished to those households which have the lowest incomes and the highest energy costs or needs in relation to income, taking into account family size, except that the State may not differentiate in implementing this section between the households described in clauses 2(A) and 2(B) of this subsection;

(6) to the extent it is necessary to designate local administrative agencies in order to carry out the purposes of this title, to give special consideration, in the designation of such agencies, to any local public or private nonprofit agency which was receiving Federal funds under any low-income energy assistance program or weatherization program under the Economic Opportunity Act of 1964 or any other provision of law on the day before the date of the enactment of this Act, except that--

(A) the State shall, before giving such special consideration, determine that the agency involved meets program and fiscal requirements established by the State; and

(B) if there is no such agency because of any change in the assistance furnished to programs for economically disadvantaged persons, then the State shall give special consideration in the designation of local administrative agencies to any successor agency which is operated in substantially the same manner as the predecessor agency which did receive funds for the fiscal year preceding the fiscal year for which the determination is made;

(7) if the State chooses to pay home energy suppliers directly, establish procedures to --

(A) notify each participating household of the amount of assistance paid on its behalf;

(B) assure that the home energy supplier will charge the eligible household, in the normal billing process, the difference between the actual cost of the home energy and the amount of the payment made by the State under this title;

(C) assure that the home energy supplier will provide assurances that any agreement entered into with a home energy supplier under this paragraph will contain provisions to assure that no household receiving assistance under this title will be treated adversely because of such assistance under applicable provisions of State law or public regulatory requirements; and

(D) ensure that the provision of vendor payments remains at the option of the State in consultation with local grantees and may be contingent on unregulated vendors taking appropriate measures to alleviate the energy burdens of eligible households, including providing for agreements between suppliers and individuals eligible for benefits under this Act that seek to reduce home energy costs, minimize the risks of home energy crisis, and encourage regular payments by individuals receiving financial assistance for home energy costs;

(8) provide assurances that,

(A) the State will not exclude households described in clause (2)(B) of this subsection from receiving home energy assistance benefits under clause (2), and

(B) the State will treat owners and renters equitably under the program assisted under this title;

(9) provide that--

(A) the State may use for planning and administering the use of funds under this title an amount not to exceed 10 percent of the funds payable to such State under this title for a

fiscal year and not transferred pursuant to section 2604(f)  
for use under another block grant; and

(B) the State will pay from non-Federal sources the remaining costs of planning and administering the program assisted under this title and will not use Federal funds for such remaining cost (except for the costs of the activities described in paragraph (16));

(10) provide that such fiscal control and fund accounting procedures will be established as may be necessary to assure the proper disbursement of and accounting for Federal funds paid to the State under this title, including procedures for monitoring the assistance provided under this title, and provide that the State will comply with the provisions of chapter 75 of title 31, United States Code (commonly known as the "Single Audit Act");

(11) permit and cooperate with Federal investigations undertaken in accordance with section 2608;

(12) provide for timely and meaningful public participation in the development of the plan described in subsection (c);

(13) provide an opportunity for a fair administrative hearing to individuals whose claims for assistance under the plan described in subsection (c) are denied or are not acted upon with reasonable promptness; and

(14) cooperate with the Secretary with respect to data collecting and reporting under section 2610.

(15)\* beginning in fiscal year 1992, provide, in addition to such services as may be offered by State Departments of Public Welfare at the local level, outreach and intake functions for crisis situations and heating and cooling assistance that is administered by additional State and local governmental entities or community-based organizations (such as community action agencies, area agencies on aging and not-for-profit neighborhood-based organizations), and in States where such organizations do not administer functions as of September 30, 1991, preference in awarding grants or contracts for intake services shall be provided to those agencies that administer the low-income weatherization or energy crisis intervention programs.

\* This assurance is applicable only to States, and to territories whose annual regular LIHEAP allotments exceed \$200,000. Territories with annual allotments of \$200,000 or less and Indian tribes/tribal organizations are not subject to Assurance 15.

(16) use up to 5 percent of such funds, at its option, to provide services that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance, including needs assessments, counseling, and assistance with energy vendors, and report to the Secretary concerning the impact of such activities on the number of households served, the level

of direct benefits provided to those households, and the number of households that remain unserved.

Certification to the Assurances: As Chief Executive Officer, I agree to comply with the sixteen assurances contained in Title XXVI of the Omnibus Budget Reconciliation Act of 1981, as amended.\* By signing these assurances, I also agree to abide by the standard assurances on lobbying, debarment and suspension, and a drug-free workplace.

Signature of the Tribal or Board Chairperson or Chief Executive Officer of the State or Territory.\*\*

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

In the above assurances which are quoted from the law, "State" means the 50 States, the District of Columbia, an Indian Tribe or Tribal Organization, or a Territory; "title" of the Act refers to Title XXVI of the Omnibus Budget Reconciliation Act of 1981 (OBRA), as amended, the "Low Income Home Energy Assistance Act"; "section" means Section 2605 of OBRA; and, "subsection" refers to Section 2605(b) of OBRA.

statutory  
references

2605(a)

2605(b)(1)

Please check which components you will operate under the LIHEAP program: (Note: You must provide information for each component designated here as requested elsewhere in this plan.)

(use of  
funds)

  X   heating assistance

  X   cooling assistance

  X   crisis assistance

  X   weatherization assistance

2605(c)(1)(C)

Please estimate what amount of available LIHEAP funds will be used for each component that you will operate: **The total of all percentages must add up to 100%.**

(use of  
funds)

 28.22  % crisis assistance (10% reserved until March 15, 2001)

  15   % weatherization assistance  
(waiver to increase to 25% after March 31, 2001)

  10   % carryover to the following fiscal year

  \*\*   % administrative and planning costs

   5   % services to reduce home energy needs  
including needs assessment (assurance 16)

 .08  % used to develop and implement leveraging activities (limited to the greater of 0.08% or \$35,000 for States, the greater of 2% or \$100 for territories, tribes and tribal organizations).

 \*\*\*  % heating assistance and cooling assistance

 100%  **TOTAL**



***\*State Senate Bill 558 provided the implementation of the local planning process which determines the percentage ("reasonable amount") to be allocated for crisis assistance.***

***\*\*State Senate Bill 558 provides that beginning in federal fiscal year 2000, up to 5 percent of the state's total federal allocation for the Low-Income Home Energy Assistance Program shall be retained by the Department of Community Services and Development for purposes of overall planning and administration.***

***\*\*\*The remainder of the federal allocation will be used for the heating and cooling component (HEAP).***

statutory  
references

2605(c)(1)(C) The funds reserved for winter crisis assistance which have not been expended by March 15 will be use of crisis reprogrammed to:

(alternate  
assistance  
funds)

☐ heating assistance

☐ cooling assistance

☒ weatherization assistance (if waiver is approved)

☐ Other(specify): \_\_\_\_\_

Do you accept applications for energy crisis assistance at sites that are geographically accessible to all households in the area to be served? (This is required by the statute.)

Yes ☒ No ☐

2605(b)(2) What are your maximum eligibility limits?  
2605(c)(1)(A) (Please check the components to which they apply)  
**Current year guidelines must be used.**

(eligibility)

☐ 150% of the poverty guidelines:  
heating ☐ cooling ☐ crisis ☐ wx ☐

☐ 125% of the poverty guidelines:

heating \_\_\_ cooling \_\_\_ crisis \_\_\_ wx \_\_\_

\_\_\_ 110% of the poverty guidelines:  
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heating \_\_\_ cooling \_\_\_ crisis \_\_\_ wx \_\_\_

X 60% of the State's median income:  
heating X cooling X crisis X wx X

\_\_\_ Other (specify for each component) \_\_\_\_\_

\_\_\_ Households automatically eligible if one  
person is receiving \_\_\_ TANF, \_\_\_ SSI, \_\_\_ Food  
Stamps, \_\_\_ Certain means-tested veterans programs  
(heating \_\_\_ cooling \_\_\_ crisis \_\_\_ wx \_\_\_)

statutory  
references

2605(c)(1)(A) Do you have additional eligibility requirements  
2605(b)(2) for: HEATING ASSISTANCE \_\_\_ yes X no

(eligibility)

Do you use: Yes No

Assets test? \_\_\_ X

Do you give priority in eligibility to:

Elderly? X \_\_\_

Disabled? X \_\_\_

Young children? X \_\_\_

Other: \_\_\_ X  
(If yes, please describe)

\*Each CSD contractor is required to submit a priority plan as an  
attachment to the contract. Priority is established by determining the  
energy needs of the client: calculating the energy burden for the

household and determining and giving priority to the presence of vulnerable populations, such as young children, disabled, and elderly persons.

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statutory  
references

2605(c)(1)(A)

2605(b)(2) Do you have additional eligibility requirements  
for: **COOLING ASSISTANCE** (        yes   X   no)

(eligibility)

Do you use: Yes No

Assets test?          X  

Do you give priority in eligibility to:

Elderly?   X         

Disabled?   X         

Young children?   X         

Other:          X    
(If yes, please describe)

\*Each CSD contractor is required to submit a priority plan as an attachment to the contract. Priority is established by determining the energy needs of the client: calculating the energy burden for the household and determining and giving priority to the presence of vulnerable populations, such as young children, disabled, and elderly persons.

statutory  
references

2604(c)

2605(c)(1)(A) Do you have additional eligibility requirements  
for: **CRISIS ASSISTANCE** (        yes   X   no)

(eligibility)

Do you use: Yes No

Assets test? \_\_\_\_\_ X

Must the household have received a  
shut-off notice or have an empty tank? \_\_\_\_\_ X

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Must the household have exhausted  
regular benefit? \_\_\_\_\_ X

Must the household have received a  
rent eviction notice? \_\_\_\_\_ X

Must heating/cooling be medically  
necessary? \_\_\_\_\_ X

Other (Please explain): \_\_\_\_\_ X

\*Each CSD contractor is required to submit a priority plan as an attachment to the contract. Priority is established by determining the energy needs of the client: calculating the energy burden for the household and determining and giving priority to the presence of vulnerable populations, such as young children, disabled, and elderly persons.

What constitutes a crisis? (Please describe)

CSD will use the federal definition of a crisis to operate the 2001 crisis program which is "weather related and supply shortage emergencies and other household energy related emergencies".

statutory  
references

2605(c)(1)(A) Do you have additional eligibility requirements  
for: WEATHERIZATION ( \_\_\_\_\_ yes X no)

(eligibility)

Do you use: Yes No

Assets test? \_\_\_\_\_ X

Priority groups? (Please list) X \_\_\_\_\_

Elderly, Disabled and Young children

\*Each CSD contractor is required to submit a priority plan as an attachment to the contract. Priority is established by determining the energy needs of the client: calculating the energy burden for the household and determining and giving priority to the presence of vulnerable populations, such as young children, disabled, and elderly persons.

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Are you using Department of Energy  
(DOE) Low Income Weatherization  
Assistance Program (LIWAP) rules to  
establish eligibility or to  
establish priority eligibility for  
households with certain  
characteristics?

\_\_\_\_\_ X

If yes, are there exceptions?  
Please list below.

\_\_\_\_\_

statutory  
references

2605(b)(3) Please check the outreach activities that you  
2605(c)(3)(A) conduct that are designed to assure that eligible  
households are made aware of all LIHEAP assistance  
available:  
  
(outreach)

X provide intake service through home visits or  
by telephone for the physically infirm (i.e.  
elderly or disabled).

X place posters/flyers in local and county  
social service offices, offices of aging, Social  
Security offices, VA, etc.

X publish articles in local newspapers or  
broadcast media announcements.

X include inserts in energy vendor billings to  
inform individuals of the availability of all  
types of LIHEAP assistance.

make mass mailing to past recipients of LIHEAP.

  X   inform low income applicants of the availability of all types of LIHEAP assistance at application intake for other low-income programs.

  X   execute interagency agreements with other low-income program offices to perform outreach to target groups.

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  X   other (Please specify): \_\_\_\_\_

- ☐ Public/private partnerships with utility companies.
- ☐ Outreach by: contractors, community organizations, social service agencies, legislative offices, veterans' organizations, and attendance at community outreach events.
- ☐ Referrals to CSD's programs from child care centers' pamphlets.
- ☐ Toll-free telephone line.
- ☐ Include inserts with Temporary Assistance for Needy Families (TANF) checks/mailings.
- ☐ CSD's website.

statutory  
references

2605(b)(4) Please describe how you will assure that LIHEAP is coordinated with similar and related programs. The description provided applies to all components unless specifically noted.

(coordination)

CSD and its contractors will coordinate its activities with similar and related programs administered by the federal government, the State of California, and the public and private sector, particularly low-income, energy-related programs. This will be accomplished through interagency agreements, communications with pertinent agencies, one-stop centers, utility companies, and public/private partnerships.

2605(b)(5) The statute requires that there be no difference  
2605(b)(2) in the treatment of households eligible because of  
2605(b)(8A) their income and those eligible because they  
receive benefits under TANF, Food Stamps, SSI, or  
certain means-tested veterans programs  
("categorically eligible"). How do you ensure  
there is no difference when determining

eligibility and benefit amounts? This applies to all components unless specifically noted below.

(benefit  
levels)

CSD uses available funds to equally assist households to meet the costs of home energy through contractual service providers. Program eligibility is based upon a household's total monthly income, whether TANF, Food Stamps, SSI or Veterans Benefits are received. Benefit amounts are based on the number of persons in the household, total income and the cost of energy within the county where the household is located.

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At the local level, participation in program services is applied in equitable balance to those applicants from households who meet income criteria and public assistance criteria. Through public/private partnerships with utility companies, non-categorical and categorical eligible households are effectively outreached for heating and cooling assistance through the utilities' marketing efforts.

statutory  
references

**HEATING COMPONENT**

2605(b)(5) Please check the variables you use to determine your benefit levels (check all that apply):

(determination  
of benefits)

  X   income

  X   family (household) size

  X   home energy cost or need

       fuel type

  X   climate/region

       individual bill

       dwelling type

  \*   energy burden

(% of income spent on home energy)

  \*   energy need

  \*\*   other (describe)

\* The energy burden and energy need in addition to vulnerable populations are used to determine who receives a payment, benefit levels are determined by the HEAP allocation formula.

\*\* An Individual Utility Company Rate Survey is conducted which requests all utility companies to provide residential energy usage and

cost data for each county that they provide gas and /or electricity services. This information is used to establish average county utility costs, and is factored into the HEAP allocation formula to determine benefit levels.

2605(b)(5) Describe how you will assure that the highest  
2605(c)(1)(B) benefits go to households with the lowest incomes  
(benefit and the highest energy costs or needs in relation  
levels) to income, taking into account family size.  
Please describe benefit levels or attach a copy of  
your payment matrix.

In computing benefit levels, a HEAP allocation formula is used. Revised annually, this formula determines the amount of payment to each household. The amount is based on the number of persons in the household, total household's gross income, and the climatic region (cost of energy). In addition, service providers are discouraged from

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making payments to households with the following situations:  
1) Households with an energy burden of five percent (5%) or less.  
2) Households with substantial credit(s) on their utility bills.

Do you provide in-kind (e.g., blankets, space heaters) and/or other forms of benefits?

\_\_\_\_\_ Yes   X   No If yes, please describe.

statutory  
references

2605(b)(5) **COOLING COMPONENT**  
2605(c)(1)(B)

Please check the variables you use to determine  
your benefit levels (check all that apply):

(benefit  
determination)

  X   income  
  X   family (household) size  
  X   home energy cost or need  
\_\_\_\_\_ fuel type  
  X   climate/region  
\_\_\_\_\_ individual bill  
\_\_\_\_\_ dwelling type  
  \*   energy burden  
\_\_\_\_\_ (% of income spent on home energy)  
  \*   energy need  
  \*\*   other (describe)



\* The energy burden and energy need in addition to vulnerable populations are used to determine who receives a payment, benefit levels are determined by the HEAP allocation formula.

\*\* An Individual Utility Company Rate Survey is conducted which requests all utility companies to provide residential energy usage and cost data for each county that they provide gas and /or electricity services. This information is used to establish average county utility costs, and is factored into the HEAP allocation formula to determine benefit levels.

2605(b)(5) Describe how you will assure that the highest  
2605(c)(1)(B) benefits will go to households with the lowest incomes and the highest energy costs or needs in relation to income, taking into account family size. Please describe benefit levels or attach a copy of your payment matrix.

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(benefit  
levels)

In computing benefit levels, a HEAP allocation formula is used. Revised annually, this formula determines the amount of payment to each household. The amount is based on the number of persons in the household, total household's gross income, and the climatic region (cost of energy).

In addition, contracted service providers are discouraged from making payments to households with the following situations:

- 1) Households with an energy burden of five percent (5%) or less.
- 2) Households with substantial credit(s) on their utility bills.

Do you provide in-kind (e.g. fans) and/or other forms of benefits?

     Yes   X   No If yes, please describe.

statutory  
references

2605(b)(5) **CRISIS COMPONENT**  
2605(c)(1)(B)

(benefit  
determination

How do you handle crisis situations?

  X   separate component      other (please explain)

If you have a separate component, how do you determine crisis assistance benefits?

\_\_\_\_\_ amount to resolve crisis, up to maximum

  X   other (please describe)

The 2001 Crisis Program will encompass three activities: (1) fast track utility payments, (2) wood, propane and oil (WPO) payments, and (3) furnace repair and replacement. Fast track and WPO activities will be mandatory only until March 15, 2001; but furnace repair and replacement activities will be optional on a year-round basis. After March 15, 2001, the community services agencies will have the option of continuing the fast track and/or WPO activities, depending on local needs.

Intake for fast track payments for utility activities is decentralized; however, payments will continue to be centrally processed. Funding for WPO and furnace repair and replacement activities will be included in the contracts. In addition, the community services agencies will be required to identify in the local planning process the dollar amount and duration

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planned for each of the three crisis activities. Program eligibility is based on the household's total monthly income whether TANF, Food Stamps or SSI are received. The benefit amount is based on the number of persons in the household, total household's gross income, and the climatic region (cost of energy). There is also an additional crisis assistance factor of \$50 added to each benefit amount.

(benefit  
levels)

Please indicate the maximum benefit for each type of crisis assistance offered. \*Maximum benefits range from \$137 to \$363, depending on the clients' needs.

heating	\$ <u>    *    </u>	maximum benefit
cooling	\$ <u>    *    </u>	maximum benefit
year-round	\$ <u>          </u>	maximum benefit

Do you provide in-kind (e.g. blankets, space heaters, fans) and/or other forms of benefits?

  X   Yes      No If yes, please describe.

In-kind benefits are used to enhance crisis assistance in the event of a weather-related or supply shortage emergency.

statutory  
references

2605(b)(5)  
2605(c)(1)  
(B)&(D)

**WEATHERIZATION &  
OTHER ENERGY RELATED HOME REPAIR AND IMPROVEMENTS**

What LIHEAP weatherization services/materials do you provide? (Check all categories that apply.)

☒ Weatherization needs assessments/audits.  
☒ Caulking, insulation, storm windows, etc.  
☒ Furnace/heating system modifications/repairs  
☒ Furnace replacement  
☒ Cooling efficiency mods/repairs/replacement  
☒ Other (Please describe)

- ☐ Combustion appliances safety check
- ☐ Health or safety hazard repair/replacement
- ☐ Carbon monoxide detector/alarm
- ☐ Blower door test
- ☐ Duct leakage test
- ☐ Ceiling fans

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Do you have a maximum LIHEAP weatherization benefit/expenditure per household? X yes \_\_\_\_ no

If yes, what is the maximum amount? \$See below

The LIHEAP contract limit per dwelling is \$ 2,400\* \*\* for allowable measures and activities.

- The maximum amount is increased to \$2, 880 in the event a State of Emergency or Local Emergency is declared by the Governor under Article 13 or 14 of the Emergency Services Act.

\*\*In dwelling units in which the heating/cooling unit must be replaced, no more than \$3,250 can be expended per dwelling unit inclusive of all weatherization measures installed.

Under what rules do you administer LIHEAP weatherization? (Check only one.)

\_\_\_\_ Entirely under LIHEAP (not DOE) rules  
\_\_\_\_ Entirely under DOE LIWAP rules  
X Mostly under LIHEAP rules with the following DOE LIWAP rule(s) where LIHEAP and LIWAP

rules differ (Check all that apply):

  X   Weatherize buildings if at least 66% of units (50% in 2- & 4-unit buildings) are eligible units or will become eligible within 180 days.

       Weatherize shelters temporarily housing primarily low-income persons (excluding nursing homes, prisons, and similar institutional care facilities).

       Other (Please describe)

       Mostly under DOE LIWAP rules, with the following LIHEAP rule(s) where LIHEAP and LIWAP rules differ (Check all that apply.)

       Weatherization not subject to DOE LIWAP maximum statewide average cost per dwelling unit.

       Other (Please describe.)

2605(b)(6)      Have you changed local administering agencies from last year?        Yes   X   No  
If yes, please describe how you selected them.

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(agency  
designation)

What components are affected by the change? N/A

2605(c)(1)(E)    Please describe any additional steps (other than those described elsewhere in this plan) that will be taken to target assistance to households with high home energy burdens.

CSD will utilize the strengths of our network of service providers and their ability to provide assistance on a one-on-one basis to overcome language barriers, address issues of cultural diversity, and to target the most needy clients in their communities through effective outreach. Service providers are able to proactively address the energy needs of low-income households by conducting a thorough energy needs assessment of each client, providing budget counseling and energy conservation education, and interacting with the client's utility company to establish co-payment or annualized payment plans. Whenever

possible, weatherization services will also be provided which will represent a preventive, holistic and long-term solution to energy needs.

statutory  
references

2605(b)(7)

Do you make payments directly to home energy suppliers?

(energy  
suppliers)

Heating       X   yes                no

Cooling       X   yes                no

Crisis       X   yes                no

If yes, are there exceptions?   X   yes            no  
If yes, please describe.

For heating and cooling, in most cases, direct payments are issued to home energy suppliers. Dual party warrants are occasionally used and are made payable to the client and the designated energy supplier. Single party warrants are used only for those applicants whose utilities are included in the rent, are submetered, and for those HEAP applicants whose energy source is wood, propane or oil.

2605(b)(7)(A)

If you make payments directly to home energy suppliers, how do you notify the client of the amount of assistance paid? (Please describe)

For crisis, CSD's contractors must advise a recipient household in writing for wood, propane and oil (WPO) assistance. The date and amount of LIHEAP payment for WPO are included and the information is kept on file by the contractor. For crisis fast track and heating and cooling the energy

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utility company (1) shows the amount of credit and a LIHEAP payment identifier next to the amount directly on the customer's bill, and/or (2) sends a letter advising the client of the LIHEAP payment. The notification process and LIHEAP payments are reviewed during program evaluation visits made by CSD staff.

2605(b)(7)

(B)&(C)

How do you make sure the home energy supplier performs what is required in this assurance? If vendor agreements are used, they may be attached. Indicate each component for which this description applies.

For heating and cooling, CSD sends a letter advising each client of the amount of payment made to their utility company, or the energy utility company will 1) show the amount of credit and a LIHEAP payment

identifier next to the amount directly on the customer's bill, and/or 2) send a letter advising the client of the LIHEAP payment.

For crisis:

- a. Regulated utilities are audited by the Public Utilities Commission (PUC) to ensure that proper billing procedures are in place and the amount of payments or credits are accurate. In addition, no modification of energy rates can occur without a public regulatory process, which is administered by the PUC.
- b. Non-regulated utilities/delivered-fuel vendors:
  1. CSD's contractors utilize a "confirmation of payment" form whereby the utility company records the pertinent information for each client's account that was credited. Such information includes the date and the amount credited. For gas and electric fast track, payment information is returned to CSD by the utility company. The form is returned to the CSD contractor for review and verification of the credited amount. The form is kept on file by the contractor and is reviewed during routine program evaluation visits made by CSD staff.
  2. CSD's contractors are required to have each home energy supplier sign an assurance agreeing to the requirements of this section. This information is kept on file by the contractor and each client will be advised of their right to fair and equal treatment at the time of service. CSD staff will ensure compliance with this provision during program evaluation visits.
  3. CSD's contractors verify, before paying energy suppliers for all types of delivered fuels, that the charges for the services and goods provided are reasonable and within fair-market value. The amount of these charges are reviewed during program evaluation visits made by CSD staff.

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statutory  
references

2605(b)(8)(B) Is there any difference in the way owners and renters are treated? If yes, please describe.

(owners  
and renters)

**HEATING ASSISTANCE**

\_\_\_\_\_ yes   X   no

**COOLING ASSISTANCE**

\_\_\_\_\_ yes   X   no

**CRISIS ASSISTANCE**

\_\_\_\_\_ yes      X   no

**WEATHERIZATION**

\_\_\_\_\_ yes      X   no

statutory  
references

2605(b)(10)      How do you ensure good fiscal accounting and tracking of LIHEAP funds? (Please describe. Include a description of how you monitor fiscal activities.)

(fiscal  
monitoring,  
and audit)

CSD maintains fiscal controls and accounting practices in accordance with the California Uniform Accounting System. The financial management system maintains financial data and accounting records supported by source documentation for all federal funds administered. CSD's internal control structure conforms to state and federal procedures. See below for additional information.

(program,  
fiscal  
monitoring,  
and audit)

How do you monitor program activities? (Please be sure to include a description of how you monitor eligibility and benefit determination.)

Contractors are contractually required to submit bimonthly programmatic and expenditure reports to CSD. These data are entered into an automated database management system which calculates and verifies compliance in several areas. For example, one key area checks whether

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the amount spent on administration is within an allowable percentage. The reports and data are reviewed by CSD's staff to ensure compliance and mathematical accuracy. Status reports are printed regularly for use by CSD staff. Issues needing clarification and areas of concern are more readily identified with the automated system which, in turn, allows for a more timely resolution with contractors.

In addition, the California LIHEAP Automated Services System (CLASS) reporting capabilities facilitate ongoing fiscal and programmatic monitoring of direct assistance and fast track.

Annually, there is a desk review of every contractor's LIHEAP Program operations by CSD's staff for compliance with federal and state laws and regulations. No less than biennially the Field Operations' analysts conduct an on-site visit of every contractor. Within 30 days of the completed review, a monitoring report is written and sent to the contractor. The report covers any findings identified during the review process and makes recommendations, if necessary, for improvement of their LIHEAP Program. As necessary, any review requiring a Plan of Correction is followed up by a Field Operations' analyst

How is your LIHEAP Program audited?

Under the Single Audit Act? X yes \_\_\_\_ no  
If not, please describe:

For States and Territories:

Is there an annual audit of local administering agencies? X Yes \_\_\_\_ No  
If not, please explain.

Funds provided to the community services network contractors are included in agency-wide audits submitted by independent CPAs. CSD reviews the audit reports for compliance and financial issues. The audits are conducted in accordance with the requirements contained in the applicable Office of Management and Budget (OMB) Circulars, as well as other pertinent federal and state guidelines. Audit reports submitted by contractors are required to identify funds received and expended for CSD programs by CSD contract number and program component, when applicable. Private non-profit entities submit the required reports within 180 days of the end of their fiscal years. Local government entities submit their reports through their cognizant agency, the State Controller's Office (SCO), within one year of the end of their fiscal years.

Databases are maintained by CSD's Audit Unit to ensure that all CSD contracts are included in the required audit reports and all audit findings are resolved.

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references

2605(b)(12) How did you get timely and meaningful public participation in the development of the plan?  
(Please describe)

(timely and  
meaningful  
public  
participation)



The draft 2001 State Plan was mailed to all of CSD's LIHEAP service providers on July 7<sup>th</sup>, 2000 with an accompanying cover letter announcing the date, time and location of the public hearing. Subsequent correspondence was mailed on July 18, 2000 to the LIHEAP service providers announcing the revised hearing date. Public notices were published in several newspapers in the north, central, and southern parts of the state. Publication of these notices was at least ten days prior to the August 18<sup>th</sup>, 2000 hearing date. The public was given at least 30 days to review and offer comments prior to the public hearing.

2605(a)(2)

Did you conduct public hearings on the proposed use and distribution of your LIHEAP funds?

  X  Yes            No      When and where?

**(Not required for Tribes and tribal organizations)**

(public  
hearings)

A public hearing **is scheduled for 10:00 a.m., August 18<sup>th</sup>, 2000** at the Department of Community Services and Development (CSD), 700 North Tenth Street, Bado Conference Room, Sacramento, CA 95814.

**Attachment One summarizes the comments received from the public hearing and CSD's responses. (To be included in final plan.)**

statutory  
references

2605(b)(13)

Describe your fair hearing procedures for households whose applications are denied or not acted on in a timely manner. When are applicants informed of these rights?

(fair  
hearings)

Our service providers, as contractors, shall inform, at the time of intake, all applicants of their right to appeal all claims for assistance that are denied or are not acted upon with reasonable promptness.

Our service providers, as contractors, shall review all claims from applicants who are determined ineligible for benefits or who have submitted written notice that there has been an unreasonable delay in processing their application or receiving their benefits.

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Our service providers, as contractors, shall conduct a structured, fair, and impartial meeting within five (5) working days of the initial request for appeal and shall make a good faith effort to resolve the applicant's complaint(s) at the local level. The service provider, as contractor, shall make a written finding which sets forth the case of both parties and the decision of the service provider.

If the appeal is not resolved at the local level, the contracted service provider shall inform the applicant that an appeal to the State agency (CSD) may be requested as part of the Fair Hearing process and shall provide the applicant with the appropriate form.

If the applicant decides to appeal to CSD, the applicant shall submit a written appeal request to be received by the CSD within ten (10) days from the date of the contracted service provider's final decision. Upon request from CSD, the contracted service provider shall provide all supportive documentation to be received by the State within five (5) working days.

Within ten working days of receipt of the requested documentation from the service provider, CSD staff reviews the appeal and supportive documentation, confers with the appellant and service provider if necessary, and notifies the appellant and contractor of the decision in writing.

The applicant may withdraw the appeal at any time.

If an applicant decides to withdraw an appeal, he or she may write or call the contractor or CSD depending on the location of the appeal. Should the applicant call to withdraw the appeal, CSD or the contractor must document this action and send to the applicant a letter of verification.

If the applicant submits a written statement of withdrawal, CSD or the contractor shall keep a written date of receipt and a copy of the statement as part of the closed file.

statutory  
references

2605(b)(15) **For States and Puerto Rico only** (not applicable to Tribes and tribal organizations, or to territories whose annual regular LIHEAP allotments are \$200,000 or less):

Does the State agency that administers the following LIHEAP components also administer the State's welfare program? No.

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(alternate  
outreach  
and intake)

**HEATING ASSISTANCE**

\_\_\_\_\_ Yes      X   No

If yes, describe alternate process for outreach and intake:

**COOLING ASSISTANCE**

\_\_\_\_\_ Yes   X   No

If yes, describe alternate process for outreach and intake:

**CRISIS ASSISTANCE**

\_\_\_\_\_ Yes   X   No

If yes, describe alternate process for outreach and intake:

statutory  
references

2605(b)(16)

Do you use LIHEAP funds to provide services that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance? (This assurance refers to activities such as needs assessments, counseling, and assistance with energy vendors.)

  X   yes \_\_\_\_\_ no

If yes, please describe these activities.

Service providers address the energy needs of low-income households by conducting a thorough energy needs assessment of each client, provide budget counseling and energy conservation education. Whenever possible, weatherization services are also provided which will represent a preventive, holistic and long-term solution to energy needs.

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If yes, how do you ensure that you don't use more than 5% (statutory ceiling) of your LIHEAP funds for these activities?

Five percent (5%) of the total block grant is allocated specifically for Assurance 16 activities and distributed by formula to the contractor network. CSD has created a separate budget form for contractors to account for Assurance 16 activities. Reporting is done on the Expenditure/Activity Reports which contain individual line items that are monitored cumulatively to ensure that no more than five percent is spent on Assurance 16 activities.

statutory  
references

2607A

(leveraging)

Please describe leveraging activities planned for the fiscal year. **(This entry is optional.)\***

Complete this entry if you plan to apply for LIHEAP leveraging incentive funds and to include in your leveraging report resources/benefits provided to low income households this fiscal year under criterion (iii) in 45 CFR 96.87(d)(2).

Provide the following information for each:

- (1) Identify and described each resource/benefit;
- (2) Identify the source(s) of each resource; and
- (3) Describe the integration/coordination of each resource/benefit with the LIHEAP program, consistent with 1 or more of conditions A-H in 45 CFR 96.87(d)(2)(iii).

HEATING AND COOLING:

HOME ENERGY ASSISTANCE PROGRAM (HEAP)

In 1988, the State of California Senate Bill 987 was enacted which required the Public Utilities Commission (PUC) to establish a low-income assistance program for gas and electric customers. In compliance with this statute, the PUC established the Low-Income Ratepayers Assistance (LIRA) Program now called the California Alternate Rates for Energy (CARE) program to be administered by all regulated utilities in the State. This program provides a 15 percent discount on monthly energy costs of eligible low-income customers.

With the establishment of CARE, the Pacific Power & Light Company (PP&L), Avista Corp., and the Sierra Pacific Power Company (SPPCo) proposed and received approval from the PUC, to utilize CSD as an agent to verify eligibility for CARE in conjunction with HEAP.

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CSD entered into contracts with PP&L, the Sacramento Municipal Utility District (SMUD), SPPCo, and Avista Corp, City of Healdsburg, City of Santa Clara, and the City of Los Angeles, to provide verification of eligibility services for the 15-30 percent discount in coordination with HEAP. These public/private partnerships Reduced Rate Programs (RRP) generate the following benefits:

- a. Because the eligibility criteria for CARE and other RRP's are almost identical to HEAP, the HEAP application has become a "dual purpose" application, whereby the low-income client receives a HEAP payment and the 15-30 percent discount.
- b. The coordination of the State's HEAP outreach efforts with the utilities' marketing of HEAP, CARE and other low-income energy assistance programs has enabled CSD to significantly increase the HEAP service provision to income eligible clients (the "working poor").
- c. Because the mechanism for certification of eligibility is already in place, CSD provides the service at a minimal cost to the utilities and minimizes possible fraud and abuse within the RRP's.
- d. The 15-30 percent discount provided within CARE represents a countable leveraged activity as provided in the Department of Health and Human Services Final Rule.

Customers who are interested in receiving the CARE discount can contact either CSD, their utility company, or their community services agency to request a copy of the application. Intake for the HEAP/RR programs is provided at the local level through the use of CSD's LIHEAP contractor network (community services agencies) which also provides weatherization services. Customers wishing to apply for both HEAP/RRP programs can do so through direct intake at the community services' agency.

The Community Services Agencies utilize the new California LIHEAP Automated Services System (CLASS) to process the HEAP and RRP applications for assistance. Once an application is processed and determined eligible, CSD provides PP&L, SPPCo, Avista Corp, SMUD, City of Healdsburg, City of Santa Clara, and City of Los Angeles computer discs or computer printouts each week containing a listing of all applicants determined eligible for the RRP discount rate. The utility company then applies the 15-30 percent discount to the eligible customers' accounts.

CSD also maintains toll-free "800" telephone lines for use by applicants to inquire about the LIHEAP and RRP's. The rate discount is a non-federal resource which benefits federally qualified low-income households, as described in Section 2605(b)(2) of Public Law 97-35. The discount is both measurable and quantifiable. The above contracting utilities maintain

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detailed records on the number of utility customers on RRP as well as the actual amount of the discount per eligible customer. The discount represents a net addition to the total home energy resources available to low-income households and is coordinated and integrated with the LIHEAP/HEAP Program.

CSD has a written agreements with Pacific Gas & Electric, Southern California Gas and San Diego Gas & Electric, for the purposes of ensuring coordination and referrals between CSD's Home Energy Assistance Program and the utility companies' California Alternate Rates for Energy (CARE) program. Both programs provide a form of energy assistance to low-income customers. It is mutually agreed that both parties will assist in the referral of their customers to the other energy assistance program through written and/or verbal advertising of the program.

The eligibility criteria for both programs is based solely on income eligibility and the guidelines are specific to each program. HEAP and CARE are similar and assistance for either program is limited to eligible low-income households.

The levels of assistance for each program vary according to their respective program. HEAP assistance levels are determined by: the amount of Federal funding; the number of persons in the household; the applicant's geographical location; and the household's income. The CARE program offers a 15% reduction off the applicant's monthly gas/electric costs or charges.

Both programs are operated year-round. HEAP provides one time assistance, per household, per program year. Applicants must reapply annually. CARE provides a continuous rate reduction throughout the year with the applicant re-certifying biennially.

Both programs are integrated/coordinated through the written/verbal referral of applicants/customers to the opposite program. Both programs have printed on their applications, or on the literature accompanying the application, the name and telephone number of the other program. In addition, marketing and outreach efforts are undertaken by both programs through the use of flyers, application/bill inserts, posters and newsletters to promote participation of both programs.

CSD anticipates entering into an agreement covering the same integrated/coordinated services with both Southern California Edison Company and Southwest Gas.

**CRISIS COMPONENT:**  
**ENERGY CRISIS INTERVENTION PROGRAM (ECIP)**

There are a number of leveraging activities occurring within HEAP/ECIP, which is administered through a network of community action agencies and community-based organizations throughout the State.

A number of CSD's LIHEAP contractors coordinate HEAP/ECIP with the Pacific Gas & Electric Company (PG&E)/Salvation Army REACH Program. The REACH Program is similar to HEAP/ECIP in that it provides utility payments on behalf of eligible low-income households within the PG&E service area and is funded with ratepayers' money. In fact, prior to receiving REACH assistance, the customer must first apply for LIHEAP. REACH eligibility is similar to HEAP/ECIP.

Several of CSD's LIHEAP contractors administer HEAP/ECIP in conjunction with REACH by coordinating an HEAP/ECIP payment with a REACH payment for each LIHEAP-eligible household. In most cases, the HEAP/ECIP payment alone is not enough to avoid a utility shut-off, but with the additional REACH payment, shut-off is avoided.

Other LIHEAP contractors' HEAP/ECIP programs work in direct conjunction with REACH by maintaining ongoing communication with the local REACH office to screen potential clients and coordinate benefits. Applicants to both programs are screened to determine if any benefits have already been received by the applicant from either source. References to this working relationship are found in the operating manuals of both programs.

The City of Riverside, United Way, American Red Cross, Southern California Edison Company, Southern California Gas Company, Sierra Pacific Power Company, and Avista Corp also provide funds to several of CSD's LIHEAP contractors for payments to utility providers on behalf of LIHEAP-eligible households and for energy repairs to heating and cooling units.

To ensure that low-income households have year-round access to energy assistance and that the greatest number of low-income households receive assistance, local agencies have coordinated the services provided under LIHEAP with local private and public energy assistance programs. The coordination of these programs enables the local agencies to expand emergency services to families who otherwise would not receive assistance through LIHEAP due to insufficient funds.

Donations of cords of firewood are being made to several LIHEAP contractors. These donated cords of wood have been coordinated and integrated with the HEAP/ECIP Program. The distribution of donated wood is determined by the HEAP/ECIP Intake Worker. The wood is allocated to HEAP/ECIP eligible households either to supplement fuel payments made with State LIHEAP funds or to provide fuel to eligible households who are not otherwise assisted due to a lack of LIHEAP funds.

ECIP funds can also be used for furnace repair or replacement. Many of CSD's LIHEAP contractors receive discounts on furnace purchases which are installed in LIHEAP-eligible homes. Savings from the discounts allow for additional eligible households to receive ECIP assistance.

In addition, several of CSD's LIHEAP contractors receive discounts for services rendered. Specifically, vendors waive service-call fees for the repair and replacement of heating units and reduced labor charges for the installation of furnaces.

#### WEATHERIZATION

There are many countable leveraging activities occurring within the LIHEAP Weatherization Program, which is also administered through CSD's network of community action agencies and community-based organizations.

Several of CSD's LIHEAP contractors are provided funds through contracts with private and municipal utility companies to weatherize LIHEAP-eligible households. The sources of these leveraged cash resources are Avista Corp., Pacific Gas and Electric Company, Sacramento Municipal Utility District, Sierra Pacific Power Company, Southern California Gas Company, Southern California Edison Company, San Diego Gas and Electric Company, Southwest Gas Company, Pacific Power and Light Company, City of Berkeley, City of Riverside and Modesto Irrigation District. These resources are coordinated and integrated with the LIHEAP Weatherization Program due to the fact that the local LIHEAP agencies provide for a single intake process for weatherization services and then determine which program best meets the needs of the individual client. Due to the high demand for low-income weatherization in California, there are insufficient LIHEAP funds available to meet this need. Because cash resources are administered by the same agencies that provide LIHEAP weatherization services, these funds allow for the weatherization of more LIHEAP eligible households than is possible with LIHEAP funds alone. In addition, the utility companies utilize a bid process to identify administering agencies. CSD LIHEAP-funded agencies are successful in the bid process



largely due to their experience in providing weatherization services under the LIHEAP

Program and because they are a known entity within the low-income community.

Many of CSD's LIHEAP contractors also participated in the Weatherization Energy Efficient Rehabilitation Program (WEER). Funding comes from the Petroleum Violation Escrow Account funds. These resources are also coordinated and integrated with the LIHEAP program and utility company programs to weatherize LIHEAP eligible units. CSD partners with the California Conservation Corps on WEER.

Some LIHEAP-eligible households may have their gas appliances and/or evaporative coolers repaired or replaced by the Southern California Gas Company, Southern California Edison Company, City of Visalia or Pacific Gas and Electric Company if they also qualify under that utility company's program. This resource is coordinated with LIHEAP because eligible households are identified as needing repairs or replacement of appliances during the time the dwelling is assessed for LIHEAP weatherization services.

Pacific Gas and Electric Company, Sacramento Municipal Utility District, Southern California Gas Company, Southern California Edison Company and the California Energy Commission provide for the purchase and installation of appliances and the donation of space heating devices and blankets which are used in LIHEAP-eligible dwellings for the purpose of heating or cooling. This resource is coordinated with LIHEAP because applicants are identified as needing replacement appliances during the time the dwelling is being assessed for LIHEAP weatherization services. Additionally, the utility companies use a bid process to identify administering agencies. Many CSD LIHEAP contractors are successful in the bid process as a result of their technical ability honed through years of experience in performing home weatherization services.

Many of CSD's LIHEAP contractors receive discounts on purchases of weatherization materials that are installed in LIHEAP-eligible homes. Savings from the discounts allow for additional eligible dwellings to be weatherized.

Several of CSD's LIHEAP contractors manufacture their own weatherization materials at a discounted price. Materials manufactured in-house at cost enables these agencies to weatherize additional LIHEAP-eligible homes.

Several of CSD's LIHEAP contractors receive discounts for services rendered. Specifically, vendors waive service-call fees for the repair and replacement of heating units and reduce labor charges for installing certain weatherization measures in LIHEAP-eligible homes.

Savings from these discounts are utilized to weatherize additional eligible homes.

There are also CSD LIHEAP contractors who contribute their corporate cash funds generated from non-federal sources to the LIHEAP Weatherization Program to weatherize additional homes, to provide emergency repairs and for utility bill assistance.

Southern California Gas Company, Southern California Edison, Pacific Power and Light, Southwest Gas Corporation and Pacific Gas and Electric Company provide funds to conduct post-inspections of weatherization measures installed by LIHEAP contractors. These inspections are required by the LIHEAP Program to ensure the correct and safe installation of weatherization materials.

Volunteers assist LIHEAP contractors in the installation of weatherization materials in LIHEAP eligible households.

Several CSD contractors are securing private and utility company funding to install, replace and/or repair smoke/fire alarms/carbon monoxide detectors in LIHEAP-eligible dwellings, when necessary for safe operation of a home heating or cooling system that was installed or repaired during weatherization performed with LIHEAP and utility funds.

One CSD contractor is successful in securing donated paid staff services from local government offices to assist with the installation of weatherization measures.

Several CSD contractors are successful in securing property management companies to donate furnaces, hot water heaters, evaporative water coolers, and weatherization materials used to repair walls after the replacement of windows in LIHEAP eligible households.

Several CSD contractors are securing private and utility company funding to perform asbestos removal when it is necessary to allow for the safe weatherization of low-income households.

CSD contractors are conducting pre-weatherization home energy audits to determine if a dwelling qualifies for weatherization and, if so, to identify the type of weatherization measures that are the most cost effective to install. As a result of these audits, qualified homes are weatherized. This aids low-income households in lowering energy usage and energy costs.

### DISTRIBUTION OF LEVERAGING FUNDS

CSD will count the leveraging funds in the base for calculation of maximum State planning and administration costs, but leveraging incentive funds will not be used for the costs of planning and administration, or for transfer to other Department of Health and Human Services block grants.

\* Leveraged resources/benefits that are counted under criterion iii) in 45 CFR 96.87(d)(2) must be identified and described in the grantee's LIHEAP plan and distributed as indicated in the plan. In addition, leveraging resources/benefits that are counted under criterion (ii) must be carried out under one or more components of the grantee's regular LIHEAP program.

statutory  
references

2605(b)                      Please describe performance goals and measures  
planned for the fiscal year.    N/A.

(performance)  
goals and  
measures)

### **ADDITIONAL CERTIFICATIONS AND REQUIREMENTS**

Attached are additional certifications required as follows:

- Lobbying certification, which must be filed by all States and territories. If applicable, Form LLL, which discloses lobbying payments, must be submitted. **(Tribes and tribal organizations are EXEMPT)**
- Debarment and suspension certification, which must be filed by all grantees.
- Drug-free workplace requirement certification, which must be filed by all grantees, unless the grantee has filed a statewide certification with the Department of Health and Human Services.

**STATES ONLY:** If you have filed a statewide certification for the drug-free workplace requirement, please check here:

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- One of the new requirements included in the 1994 reauthorization of the statute is that grantees must include in their annual application for funds a report on the number and income levels of households applying for and receiving  
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- LIHEAP assistance, and on the number of recipient households that have members who are elderly, disabled, or young children.

**All Tribes and those territories with allotments of less than \$200,000** need only submit data on the number of households served by each component (heating, cooling, weatherization and crisis). The approval for the collection of information contained in the **LIHEAP Household Report** is

covered by OMB approval number 0970-0060. This approval number expires June 30, 2000.

- Though not a part of this application, the report on funds to be carried over or available for reallocation as required by section 2607(a) for the preceding year must be submitted by August 1 of each year. A grant award for the current fiscal year may not be made until the carryover/reallocation report is received. The approval for the collection of information contained in the **LIHEAP Carryover and Reallocation Report** is covered by OMB approval number 0970-0106. This approval number expires September 30, 2001.

#### **NOTE (for electronic version of the Model Plan)**

The following certification forms are available through the Administration for Children and Families' web site for use with both the LIHEAP Detailed Model Plan for FY 2000 and the LIHEAP Abbreviated Model Plan for FY 2000:

#### **Certification for Contracts, Grants, Loans and Cooperative Agreements (Lobbying Certification)**

<http://www.acf.dhhs.gov/programs/oa/lobby.htm>

#### **Certification Regarding Debarment, Suspension, and Other Responsibility Matters -- Primary Covered Transactions**

<http://www.acf.dhhs.gov/programs/oa/debar.htm>

#### **Certification Regarding Drug-Free Workplace Requirements**

<http://www.acf.dhhs.gov/programs/oa/drugfree.htm>

**Links to the Administration for Children and Families' Grant related Documents and Forms**

<http://www.acf.dhhs.gov/programs/oa/form.htm>